

~~RESTRICTED~~

Security Information

ADMINISTRATIVE SERVICE REGULATION

NUMBER

25X1

7 May 1952

REPORTING OF MISSING EMPLOYEES

- A. The Deputy Director (Administration) has directed that all activities under his jurisdiction report within 24 hours the absence of any employee who is not on authorized leave and cannot be located.
- B. All Division Chiefs (and in the case of the General Services Division, the Chiefs of the two Branches) of Administrative Service will instruct all supervisors under their jurisdiction to in the future report immediately by telephone all missing personnel in the above category. In each instance, however, the supervisor should attempt to contact the individual by telephone for the purpose of determining the reason for his absence prior to making the report. Such reports are to be made to the Office of the Chief, Administrative Service, and confirmed immediately in writing giving all pertinent information available.
- C. The Office of the Chief, Administrative Service, will immediately take steps to advise the office of the Deputy Director (Administration), and the Personnel and Inspection and Security Offices of the name of the individual who is missing.

25X1A9A

Chief, Administrative Service

Distribution:

Chief, Building Maintenance & Utilities Division  
Chief, Printing and Reproduction Division  
Chief, Real Estate and Construction Division  
Chief, Transportation Division  
Chief,   
Chief,

MEM

cc: Chrono

☐ Series of Regs.  
Procedure File

Management File

Organization & Personnel Service

Document No. 4

NO CHANGE in Class. ☐

☒ DECLASSIFIED

Class. CHANGE TO: TS S C

DDP Memo, 4 Apr 77

Auth: DDA REG. 77/1766

Date: 03 APR 1978 By:

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